

UTILITIES (WASTEWATER TREATMENT PLANT - WWTP)
COMMITTEE MEETING MINUTES
Tuesday, May 17, 2016
Sister Bay Fire Station - 2258 Mill Road

The May 17, 2016 meeting of the Utilities (WWTP) Committee and the Water, Sewer Collection and Storm Sewer Committee was called to order by Committee Chair Patrick Duffy at 7:34 A.M.

Present: Committee Chair Pat Duffy, and Members Scott Baker, Kathy Enquist, Hugh Mulliken, Fred Anderson and Peter Sauer.

Staff Members: Utility Manager Mike Schell, Town Administrator Bud Kalms, Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Excused: Utility Supervisor Dave Alberts

A motion was made by Baker, seconded by Enquist that the May 17, 2016 meeting of the Water, Sewer Collection and Storm Sewer Committee be recessed until such time as the meeting of the Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.

Approval of the Agenda:

A motion was made by Baker seconded by Sauer, that the Agenda for the May 17, 2016 meeting of the Utilities (WWTP) Committee be approved as presented. Motion carried – all Ayes.

Approval of the April 5, 2016 meeting minutes:

A motion was made by Sauer, seconded by Baker, that the minutes for the April 5, 2016 meeting of the Utilities (WWTP) Committee be approved as presented. Motion carried – all Ayes.

Comments and Correspondence

Duffy noted that no correspondence had been received. He then asked if anyone wished to address a non-agenda item. No one responded.

Discussion Items

1. Administrative:

a. Pre-treatment Project Status Report:

Everything is still on schedule for the Pre-Treatment Project. The equipment is being manufactured and should be delivered by mid-August.

b. Update on the status of water pressure issues in the Liberty Grove Utility District:

Work is continuing on studying the options which will improve the water pressure issues in the Liberty Grove Utility District. Anderson noted that the water pressures at his residence have improved considerably, and asked if something has been done already. Schell replied that approximately four months ago a variable speed drive was installed on the #3 Well.

c. Update on the status of the sewer and water billing for the first quarter of 2016:

Quarterly bills were mailed out in a timely fashion and all but a few customers have paid those bills. Late notices were also mailed out in a timely fashion. Suppanz and Tasha Rass will be following up with shut-off notices next week. If someone hasn't paid their utility bill the past due amount is eventually turned in to the County Treasurer as a special assessment.

Jackson noted that at some point the Committee may want to consider adjusting late payment fees, but further research will have to be done regarding that issue.

2. Plant Related:

a. Capacities Report

A Capacities Report was included in the meeting packets, and Schell explained all the data that report contains.

3. Manager's Report:

Schell reported on the following issues:

- Water has now been installed at the Dog Park.
- Dave Alberts is adapting to his new job quickly and is doing fine.
- Work commenced on installation of a lateral for the Information Booth yesterday.
- He is still working on compiling the CMAR data. That report must be submitted by June 30, 2016.

Jackson noted that it is his understanding that President Lienau recently received a letter from the Town of Liberty Grove, and requested that Kalms send him a copy of that letter.

4. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:

The next meeting of the Utilities (WWTP) Committee has been scheduled for Tuesday, August 9, 2016 at 7:30 A.M. That meeting will be conducted at the Wastewater Treatment Plant.

It was the consensus that the following items shall be addressed at a future meeting of the Utilities (WWTP) Committee:

- Review and approval of the CMAR
- Update on the status of the water pressure issues in Liberty Grove
- Update on the status of quarterly sewer and water bill collections and review of applicable reports.

Adjournment:

At 8:00 A.M. a motion was made by Mulliken, seconded by Baker that the May 17, 2016 meeting of the Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator